

Birth Certificates

Who is eligible to obtain a birth certificate copy?

- The person named on the birth record.
- A parent of the person who is named on the birth certificate (the requesting parents name must be on the birth record).
- A third party with a notarized letter of authorization from a person listed above, with a valid ID.
- Court order issued within (1) year to a legal guardian.

Identification Requirements – application must be submitted with copies of either A or B:

A. One (1) of the following forms of valid photo-ID

Driver license
State issued non-driver photo-ID card
Passport
U.S. Military issued photo-ID

B. Two (2) of the following showing the applicants name and address **must** be provided:

Utility or telephone bills
Letter from a government agency dates within the last six (6) months

What is the fee for a birth certificate copy?

The fee is \$30.00 per birth certificate copy.

Internet and telephone orders require a major credit card (Visa, Mastercard or Discover). There is an additional \$10.00 processing fee per transaction (not per copy). Additional shipping charges apply for expedited delivery.

Payment of mail order copies may be made by check or money order drawn on a United States bank payable to Monroe County Vital Records – **DO NOT SEND CASH.**

How long will it take?

In person requests are processed within 5 minutes for most cases. Longer waiting lines occur during the lunch hours of 11:30 a.m. to 2:30 p.m.

Internet or telephone requests are processed within 7-10 business days unless expedited delivery charges have been applied to the order.

Mail requests are currently processed with five (5) business days from which they are received. Completed applications will be returned via U.S. First Class Mail unless an expedited delivery charges have been applied to the order.

Is there any way to obtain a free copy of my birth certificate?

Free copies of birth certificates are available for the following reasons one-time per event:

- Children of school ages 3 years to 5 years
- Youths of ages 13 years to 17 years for working papers

Veterans and active military are entitled to their birth record free of charge at all times with proper ID.

What is a verification of birth for eligibility of social services?

Verifications of birth are available through the Department of Human Services. We cannot supply these directly to the person applying for assistance, however, once you meet with a case worker they will fax or email a verification request to our office and we will confirm the birth record. You will NOT be required to provide a birth certificate if you choose to use the verification process. Verifications are not valid for any other purpose other than determining citizenship for financial assistance.

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